

**Jefferson County
Position Description**

Name:		Department:	Sheriff		
Position Title:	Administrative Specialist II	Pay Grade:	4	FLSA:	N
Date:	March 2016	Reports To:	Sheriff and Chief Deputy		

Purpose of Position

The purpose of this position is to perform clerical/administrative support and general bookkeeping tasks for Jefferson County Sheriff's Department general administration.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may

- Performs general administrative tasks for the Sheriff, Chief Deputy and other staff as required and assigned.
- Prepares a variety of correspondence, press/news releases, forms, spreadsheets, reports and other documents with little or no direction. Transcribes and edits same documents.
- Prepares agendas, compiles information for meetings and takes minutes for various meetings.
- Gathers and compiles department information and prepares Sheriff's Office annual report to County Board.
- Processes time-entry payroll data on a bi-weekly basis in both JDEdwards and Kronos timekeeping.
- Assists with grant applications.
- Creates, maintains and updates Sheriff's Office webpage.
- Applies County Ordinance, Department policy and Union contract language in making appropriate decisions.
- Maintains confidentiality of any private and/or sensitive information obtained in the course of employment.
- Adheres to and promotes safety as a priority in the workplace.
- Maintains dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Performs all other duties as assigned or as may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Provides notary services.
- Acts a liaison between Sheriff Office employees and Human Resources, ensuring information is communicated.

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical certification or diploma in Administrative Office or Accounting procedures and 1 – 2 years related office or accounting experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date